

Atlas Language School is a multiple award winning language school with operations in Ireland, the UK and Malta. Our mission is to make each day of our student's language travel programme an unforgettable life and learning experience and we are dedicated to providing the highest level of service in every aspect of what we do. Join our team who looks after students from all over the world that come to Ireland to learn English!

Title: Academic Admin Assistant (Internship).

Location: This internship is based in our school at House 34A, Richmond St S, Portobello, Dublin 2, D02 YH79, Ireland.

Internship duration: 18th January 2027 to 16th July 2027 (6 months).

This internship is for 30 hours per week: Mondays, Tuesdays and Wednesdays from 8:30 am to 3:30 pm, Thursdays from 9:30 am to 3:30 pm, and Fridays from 8:30 am to 4:30 pm, including a 1 hour lunch break. However, you may be required to work occasional evenings when we start new evening courses so some flexibility is required. The internship could also include occasional Saturday work when we are running exams in the school or organising social programme excursions to various places of interest in Ireland. If you do work on a Saturday, you will be given time off during the week.

Internship Type: Erasmus+ or academic placement only. Must be part of a formal Learning Agreement with a sending institution.

Purpose of Position: This internship is designed as a learning opportunity for students undertaking a mobility programme, offering insight into the daily operations of a language school. You will get an insight into the running of a large language school and learn about how we organise and monitor our teaching and learning provision. The intern will support student induction, monitor attendance, assist with tutorials and exams, and help prepare academic materials. The role also includes organising MFL open days, creating educational content, and contributing to the school's social media.

Accountabilities: The Academic Admin Assistant reports to the Academic Manager.

Learning Objectives:

By the end of the internship, the intern will:

- Understand how international language schools support student induction and integration through orientation sessions and academic tutorials.
- Develop communication skills through interaction with students from a variety of language and cultural backgrounds, as well as with academic staff.
- Gain familiarity with database systems and administrative tasks such as monitoring attendance and preparing course materials.
- Enhance problem-solving and organisational skills by coordinating academic events, supporting exam logistics, and contributing to content creation in a multicultural environment.

Learning Activities:

The following points outline the main activities to be performed by the intern, but they need not be limited to the list below:

- Inducting new students with a range of English language levels and from a range of countries on their first day.
- Coordinating week one tutorials with new students to ensure they have settled into school life and living in Dublin.
- Preparing course guides based on our templates.
- Monitoring student attendance on our student management system.
- Supporting the Exams Coordinator on exam test days.
- Organising Modern Foreign Language (MFL) open days, ensuring that prospective students have complete information about the courses.
- Creating and editing educational videos and other course materials for the Academic Department
- Creating and posting content on our social media platform

A good level of English (C1), an interest in teaching and learning, and some familiarity with Google docs and drive would be essential. For this particular role, a keen interest and/or experience with digital content creation and social media platforms would also be important.

Benefits:

Monthly contribution: €850 per month to support living expenses during your placement.

Accommodation: 2 free weeks in a host family (self-catering); after the first two weeks, if you would like to continue staying with our host family, self-catering homestay accommodation can be offered at a discounted rate of €150 per week (regular cost: €260). In case we are not able to secure a self-catering host family for the first two weeks of your internship, you will be placed in a half-board host family (includes breakfast and dinner but not lunch) until we can find a self-catering host family for you. If there is availability at our student residence during September-May, this may be offered as an accommodation option; if you are interested, please inquire during your interview or at any later stage if you are successful.

You will be placed with a host family for an initial duration of 2 months. If you wish to extend beyond those two months, please let us know.

Please be aware that while our host families are very welcoming and keen to share Irish culture with you, many of the homes are older and may have carpets and some humidity due to the local climate. Cleanliness standards can vary, but the family will provide some household guidelines upon your arrival, such as heating schedules and shower times. We encourage you to approach this with an open mind, as it's a great opportunity to immerse yourself in local life. Should you have any concerns, our team is here to support you. Please also let us know in case you have any allergies or special requirements.

Language Classes: You are more than welcome to take part in our part-time evening language classes for free throughout your stay (General English, Cambridge Exam Preparation, and Foreign Languages available).

Exam Offer: You can sit for a Cambridge B2 First or C1 Advanced exam at Atlas for free, if there are dates available and as long as it doesn't interfere with your working hours.

Social Programme: You will receive a 50% discount on our paid social programme activities.

Holiday: You will receive 10 days of holiday for a full 6 month internship.

Eligibility & Application:

This internship is open to students on an official academic placement, such as those funded by Erasmus+ or similar programmes. A signed Learning Agreement from a sending institution (e.g. university, college, vocational school) is required before starting.

To apply, please send your CV with the subject "Academic Internship" to:
hr.assist@atlaslanguageschool.com